



J O B D E S C R I P T I O N

POSITION: **PATTERSON HOUSE DOCENT (ACI)**

WAGE: **\$9.31- \$9.78- \$10.27 -\$10.78 - \$11.32 -\$11.88 -\$12.48 -\$13.10 PER HOUR**

J O B D E S C R I P T I O N:

The Patterson House Docent schedules and supervises Patterson House tours and performs other duties as assigned in the absence of the Patterson House Manager. The Docent works from two to five weekend days per month, and some holidays, April through December.

EXAMPLES OF DUTIES: *(this is a general description and is not all-inclusive)*

- *Supervise Patterson House Volunteers*
- *Prepare tour tickets and tour schedules, including collecting fees*
- *Provide interpretative public tours as needed in period costume*
- *Schedule and confirm group tours*
- *Assist in the organization and implementation of special events and holiday programs*
- *Answer the telephone and assist with office work*
- *Provide excellent guest service and respond to questions or concerns of park visitors*

SUPERVISION EXERCISED AND RECEIVED:

The Patterson House Manager provides general supervision

MINIMUM QUALIFICATIONS

- *Must be at least 18 years old (or graduation from High School or GED) AND one year or one summer work or volunteer experience*
- *Must be able to work Saturday, Sunday and some holidays, April thru mid-December (or on special occasions when Ardenwood Park is open to the public)*
- *Must be able to multi-task, work independently and complete tasks in a timely manner*
- *Must be able to establish and maintain positive and productive working relationships*
- *Must be willing to comply with suspected child abuse reporting (11166.5PC)*
- *Must submit verification of legal right to work in the United States within 72 hours of beginning employment*
- *Basic computer knowledge*

DESIRABLE QUALIFICATIONS:

- *Knowledge of Patterson House and Ardenwood Park*
- *Educational background or strong interest in history*
- *Customer service experience*

SELECTION PROCESS:

Qualified applications will be evaluated based on related experience and the quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

TO APPLY:

Please send a City of Fremont Application along with a current resume to cdentry@fremont.gov

APPLICATIONS MAY BE OBTAINED AT: *Recreation Services Department Office
3300 Capitol Avenue Bldg B
Fremont, CA 94537*

Or www.fremont.gov

FOR SPECIFIC QUESTIONS REGARDING THIS POSITION CALL (510) 791-4196

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER AND
DOES NOT DISCRIMINATE ON ANY BASIS**

The Recreation Services Department will make reasonable efforts to accommodate persons with disabilities and for religious reasons in the examination process. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

FINGERPRINTING AND TB TEST ARE REQUIRED FOR THIS POSITION